

# **Tom Horne**Superintendent of Public Instruction

# Food Distribution Internet Commodity Ordering

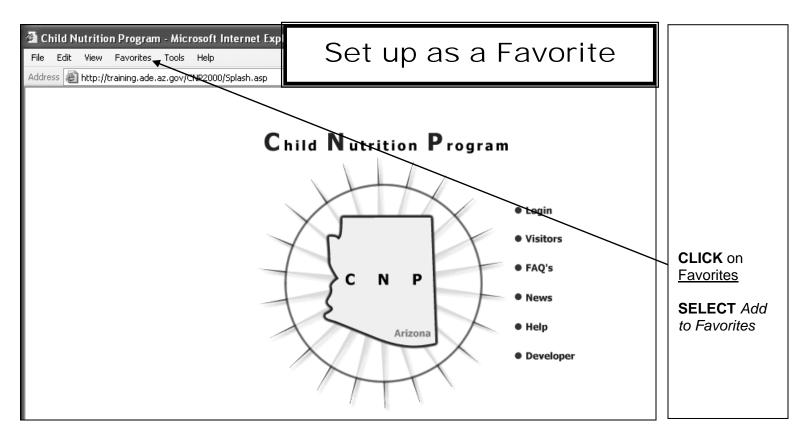


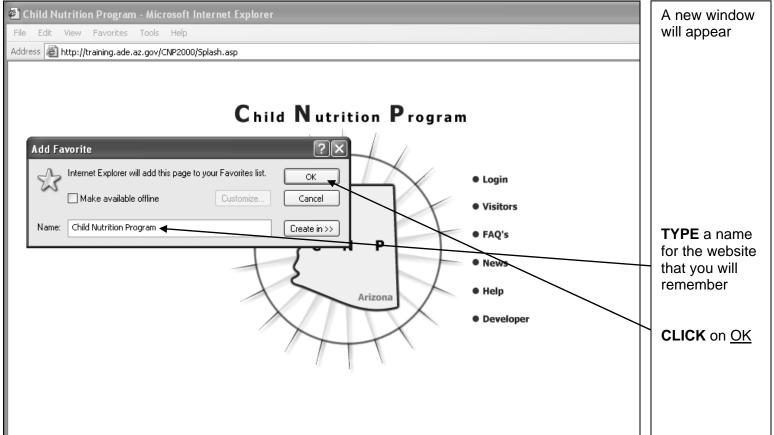
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PASSWORD:		

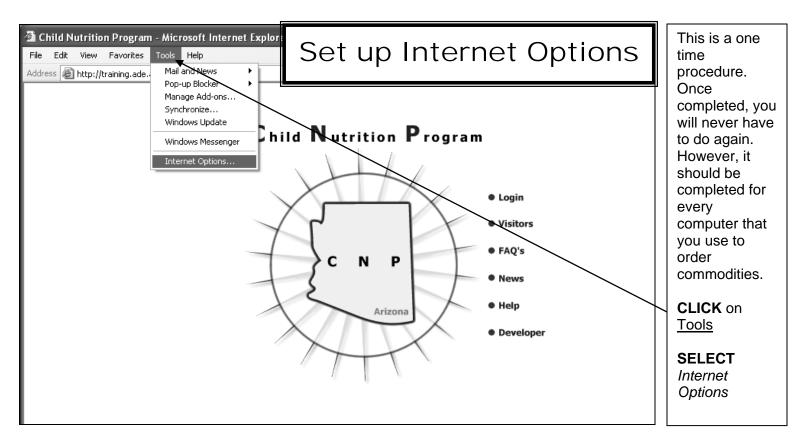
www.ade.az.gov/cnp2000

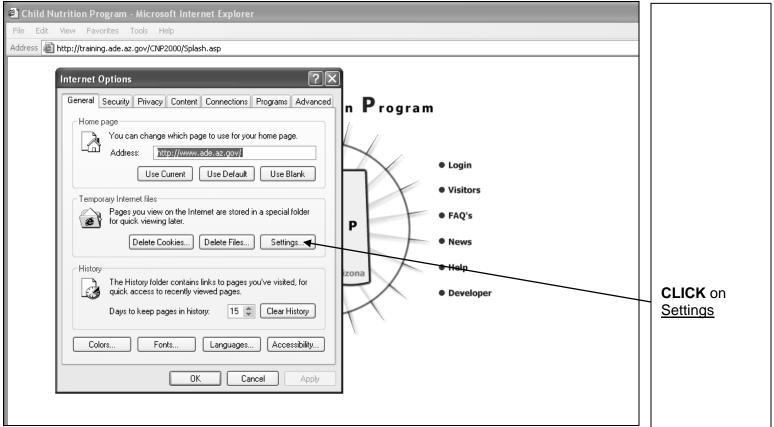
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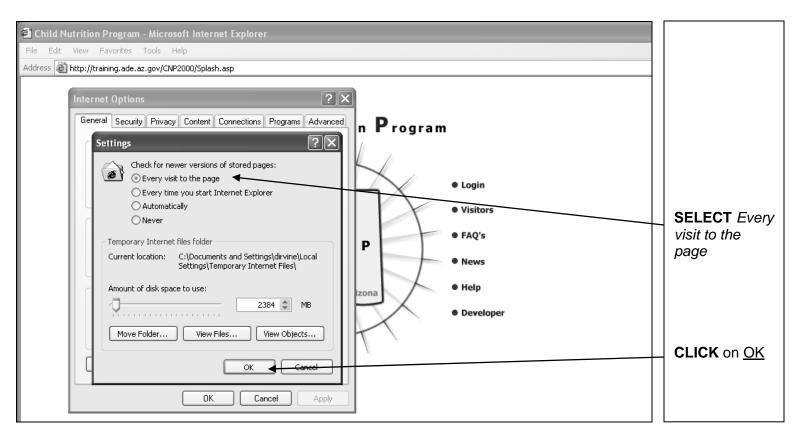
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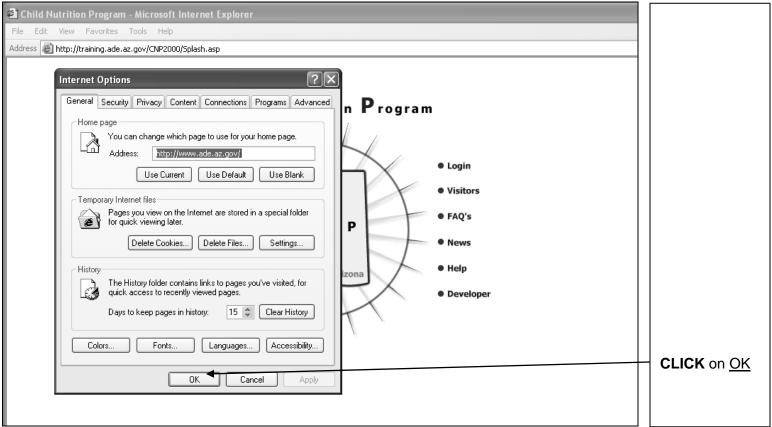


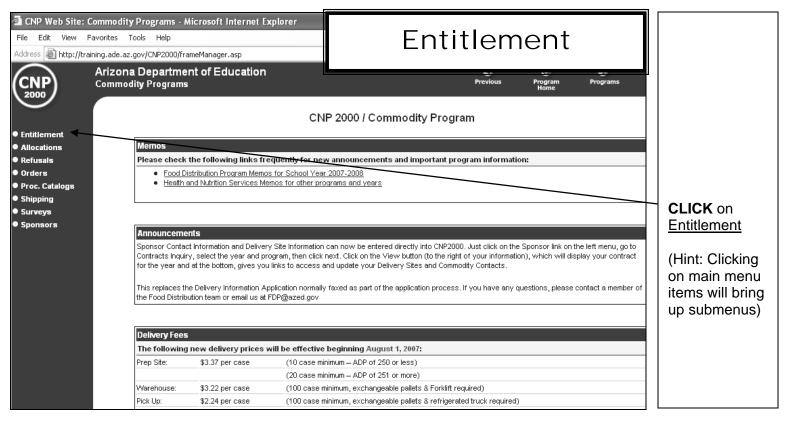


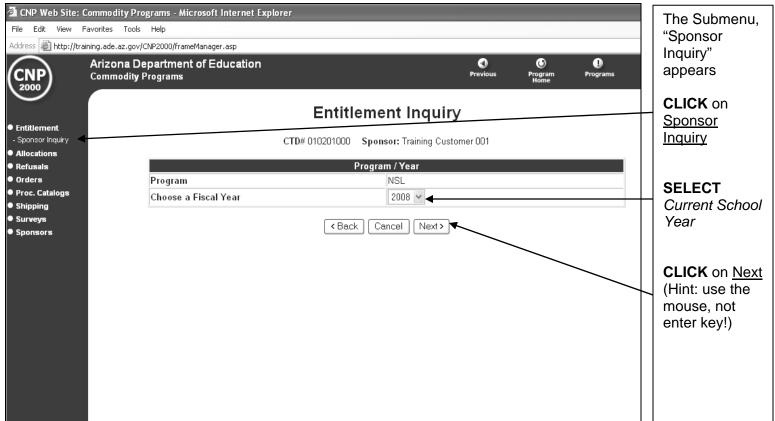


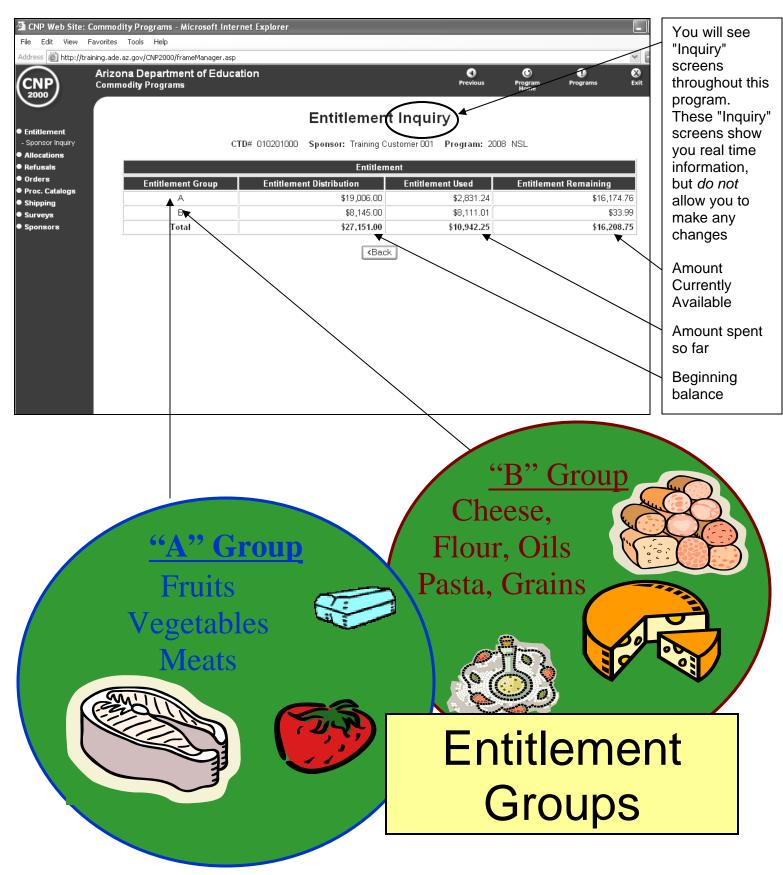


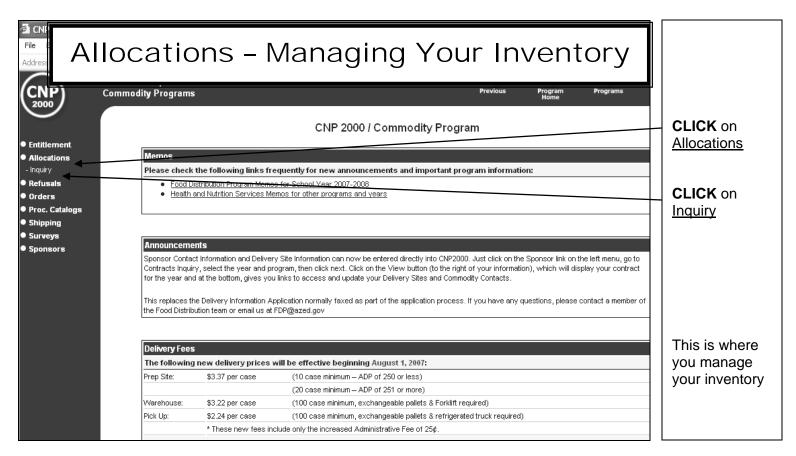


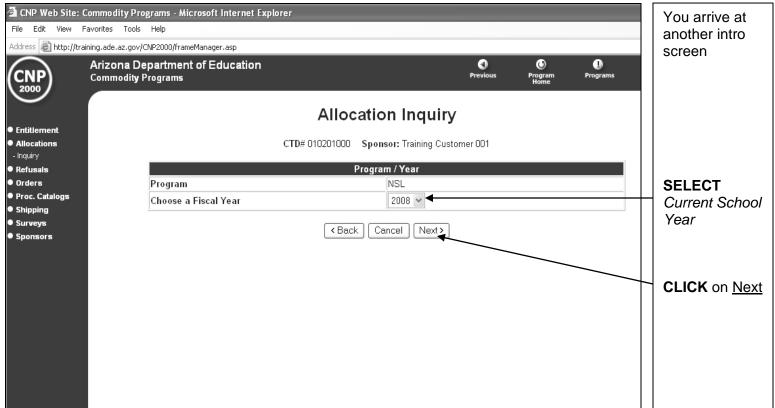


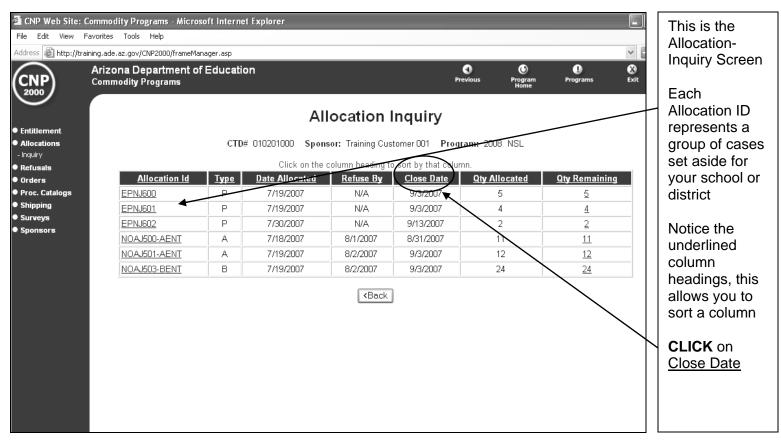


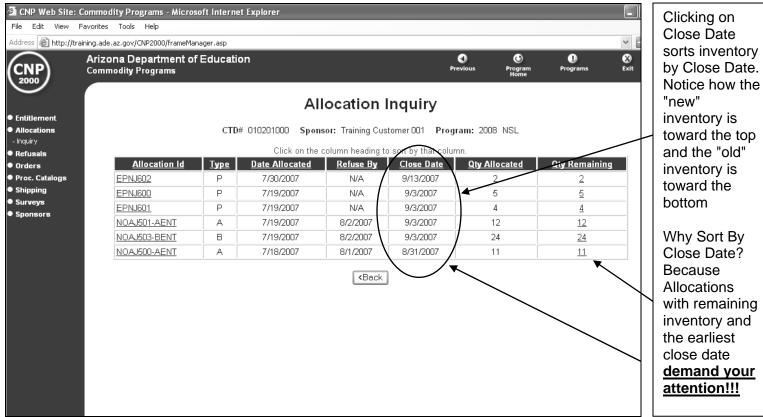




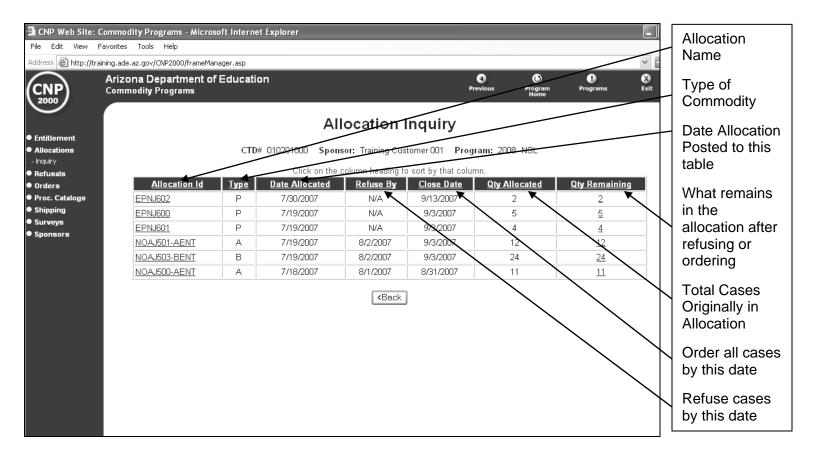








Why Sort By Close Date? with remaining inventory and



# The Four Major Types of Allocations

			Alloc	ation In	quiry		
		CTD# 1	Click on the colun	A091	BEANS \	I REFRIED CANNED /EGETARIAN (HOLE KERNEL (LIQ) CND	6/#10 CAN 6/#10 CAN 6/#10 CAN
$\mathbb{I}/$	Allocation Id Req6191	Туре	Date Allocated 4/14/2004	A174 A237 A243	SALSA C		6/ 5# PKG 6/#10 CAN
$\  / \ $	NOAF082-AENT NOAF083-BENT	A	3/26/2004 3/26/2004	A301 A424	ORANGE	TTI SAUCE MEATLESS CND JUICE CONC FRZ S FRZ FREESTONE SLC	6/#10 CAN 12/32 OZ CAN 1/20# CTN
	NOAF077-AENT NOAF079-BENT	A B	3/18/2004 3/18/2004	A431 4/1/2004	PEARS I 5/3/2004	HALVES CND	6/#10 CAN
	NOAF080-BBONUS NOAF081-ABONUS	B	3/18/2004 3/18/2004	4/1/2004 4/1/2004	5/3/2004 5/3/2004		
	NOAF074-AENT NOAF075-ABONUS	A	3/15/2004 3/9/2004 3/9/2004	N/A 3/23/2004 3/23/2004	4/28/2004 4/22/2004 4/22/2004		
\	NOAF076-BENT EPNF204	B P	3/9/2004 3/5/2004	3/23/2004 N/A	4/22/2004		
	NOAFPU57-APR03 NOAFPU58-MAY04	S	3/4/2004 3/4/2004	N/A N/A	4/30/2004 5/31/2004		
	Req6001	P	3/3/2004	N/A	4/16/2004		

An Allocation ID is a name of an allocation. It represents a group of cases (commodities) set aside for your school or district. Although many allocation names or ID's look similar, no two are exactly the same.

The four (4) major types are described below:

	Abbreviation	45 Day Close Date	Can be Refused?	Allocated By:*	Will "Draw Down" Entitlement**	Туре
Notice of Arrival	NOAJ	Yes	Yes	Danielle	Yes	A or B
Planned Usage Notice of Arrival	NOAJPU	Yes	No	Barbara	Entitlement is drawn down at time the survey was submitted online	S
Surplus	Req	Yes	No	Barbara	Yes	Р
End Product	EPNJ	Yes	No	Dawn & Leona	Entitlement is drawn down for "A" and/or "B" commodities at time that survey was submitted	Р

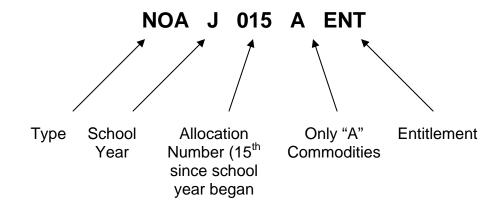
<sup>\*\*</sup> Bonus Commodities do not draw down from your entitlement.

<sup>\*</sup> see also contact list

# How to Read the Allocation ID

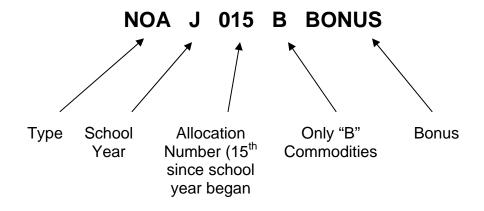
## Notice of Arrival Allocations

#### **Example One**



#### **NOAJ015-AENT**

### **Example Two**



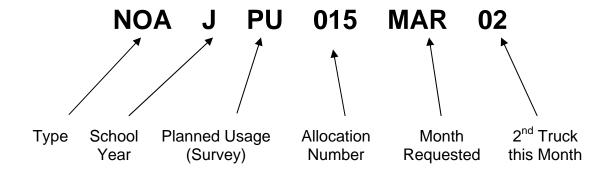
### **NOAJ015-BBONUS**

## Planned Usage Allocations (Notice of Arrival)

#### Survey Form Entitlement Survey# 1045 **B** Entitlement \$33,893,00 **B** Entitlement Used \$21,835.06 Survey Date 1/31/2004 Due Date Remaining B Entitlement 2/16/2004 \$12,057.94 **Special Instructions** This is your Planned Usage Survey that we will utilize in ordering shipments from USDA for distribution through our State-Contracted Warehouse for the School Year 2005(July 1, 2004 thru June 30, 2005). The entitlement listed on this survey is the TOTAL entitlement for your COMBINED Planned Usage Survey and your "B" commodities that you plan to divert for further processing on your Processing Survey. Check the website at www.fns.usda.gov for information on products listed below. Processing Fee Units Commodity Per Case Aug | Sep Oct | B028 - CHEESE CHEDD WHITE REDU FAT SHRED Nov Dec l Jan | Pack Size: 6/5# \$0.00 Est. USDA Value: \$37.03 Feb Mar | Apr | Oct 2 Aug 2 Sep 2 NOAFPU23-NOV04 B031 - CHEESE CHEDD YELLOW SHRED Pack Size: 6/5# Nov 2 Dec 2 Jan 2 NOAFPU27-NOV05 Est. USDA Value: \$37.03 NOAFPU33-DEC02 Feb 2 Mar 2 Apr 2 NOAFPU36-FEB01 NOAFPU36-JAN01 NOAFPU37-JAN02 ●Alloc D: NOAFPU39-MAR01 CTD#: 1 NOAFPU38-FEB02 NOAFPU39-MAR01 Sponsor: 1 Program: NSL ear: 2004 NOAEPU40-JAN03 Close Date: 3/31/2004 Allocation Date: 12/3/2003 Refuse By: N/A Comm Code Description Pack Size Alloc Qtv Case Value Exte **Entitlement Commodities** CHEESE CHEDD YELLOW SHRED B031 6/5# LVS \$44.23 \$3 B183 FLOUR ALL PURPOSE ENRCH BLCH 4/10# BAG \$7.11 SubTotal: \$4 Total: \$4 3

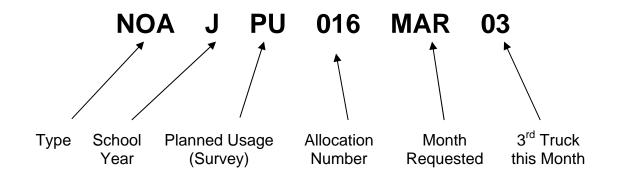
# Planned Usage Allocations

#### **Example One**



#### NOAJPU015-MAR02

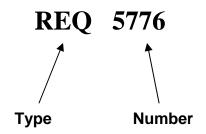
#### **Example Two**



## NOAJPU016-MAR03

# **Surplus Allocations**

When sponsors refuse commodities they are placed in a holding area called a "Surplus Request" or "Surplus List." This surplus is made available to any sponsor who requests it. Call 602-542-8729 and one can be faxed to you. Return the fax and an allocation will be created for you that may contain some or all of the commodities you have requested.



#### **REQ5776**

**Surplus Request** 

#### **Example Surplus Request**

A Entitlement

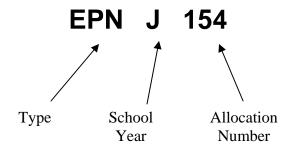
A Entitlement Used

#### 

A Remaining Entitlen	nent	\$29.05 B Remaining Entitlement		\$584.59				
Descri	ption	Pack Size	Comm Code	Group	Chrg Ent?	USDA Value	Surplus	Quantity
<b>Bonus Commodities</b>								
PEACHES CLINGSTOR	NE SLC CND	6/#10 CAN	A408	А	No▼	16.11	3	
PEACHES CLINGSTOR	NE DICED CND	6/#10 CAN	A409	Α	No 🔻	15.75	1	
RAISINS		144/1.33 OZ	A504	А	No ▼	10.45	3339	
Entitlement Commod	ities							
BEANS REFRIED CAN	INED	6/#10 CAN	A085	Α	Yes▼	11.58	1	
CORN COB FRZ		96-EAR CS	A129	А	Yes▼	13.65	3	
ORANGE JUICE CONC	FRZ	12/32 OZ CAN	A301	Α	Yes▼	18.65	93	
			Totals					
A Entitlement:	\$0.00	B Entitlement:	\$0.0	00	Cases:			0

## **End Product Allocations**

When a sponsor participates in processing, they will expect to receive End Product Allocations. They look like this:



## **EPNJ154**

Beef, chicken, pork, turkey, eggs, oil, flour, peanut butter, non-fat dry milk and fruit are commonly processed commodities.

Typically, a basic "A" or "B" commodity can be "diverted" (shipped) to a processing company (i.e. Tyson, Land O'lakes, etc.) where it is made into an "End" product like breaded chicken nuggets, grilled cheese sticks, beef patties, and so on. Those "end" products are then shipped to US Foodservice warehouse. At that point, an allocation, like the example above, is posted to your allocation inquiry screen. You then order out that product as usual.

For further questions about processing or end products, contact Leona Benally, Processing Specialist at 602-364-1965 or Dawn Irvine, Processing Specialist at 602-364-0714.

# Refusals

#### \*\*\*You should always refuse commodities you know you will not use.\*\*\*

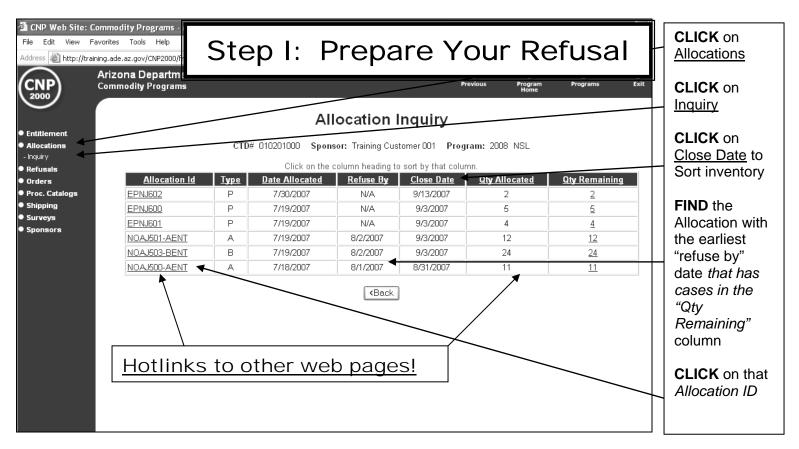
The Arizona Department of Education strongly recommends that you first "prepare" a refusal *before* actually refusing commodities. Properly refusing commodities will save you and your district or school considerable time and possibly money by avoiding excess storage fees.

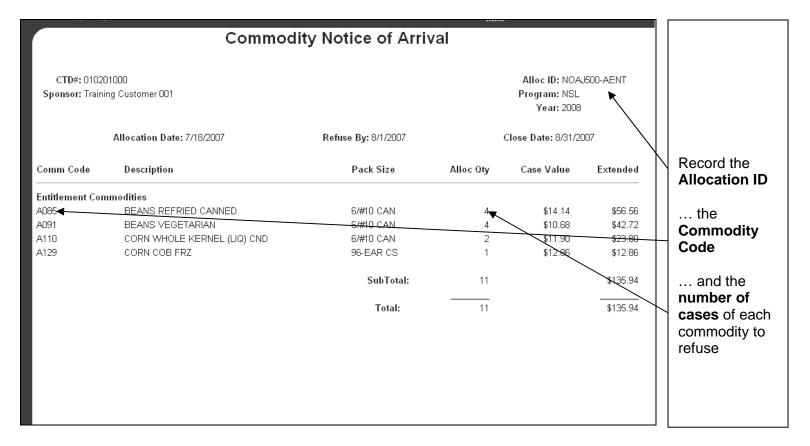
Refusals should be completed in two (2) steps. First, "prepare" your refusal; then actually refuse the commodities.

### Finding the Appropriate Allocation and Preparing Your Refusal:

You need information for the allocation inquiry screen to prepare a refusal. Use the **Allocation ID column.** It contains the information you need.

**Step I: Prepare Your Refusal** 





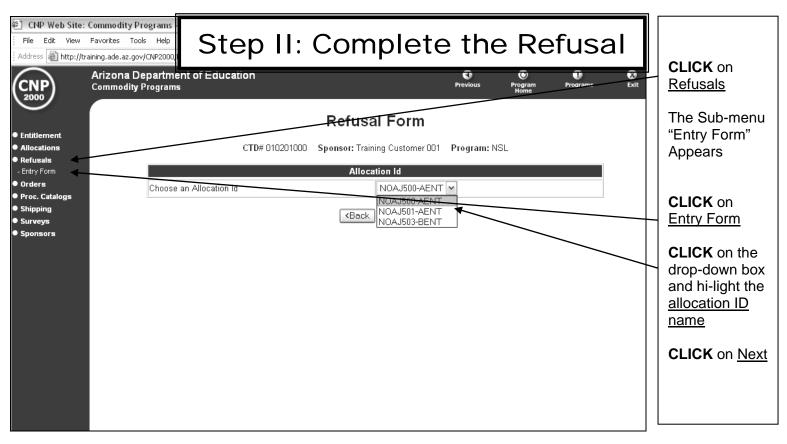
Creating a worksheet like the one below is a helpful way to organize your information.

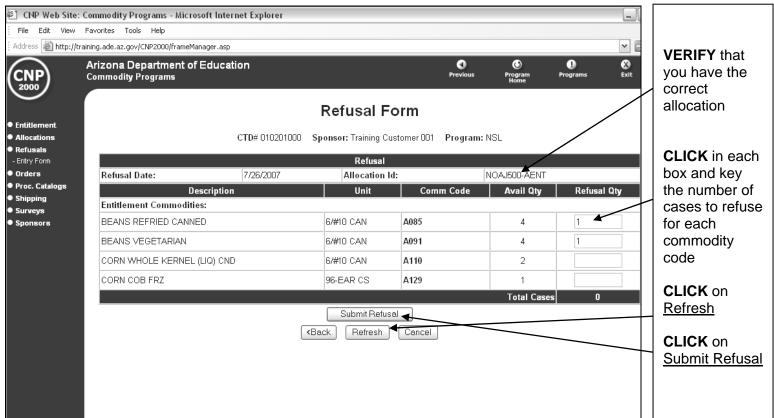
## 8/1/2007

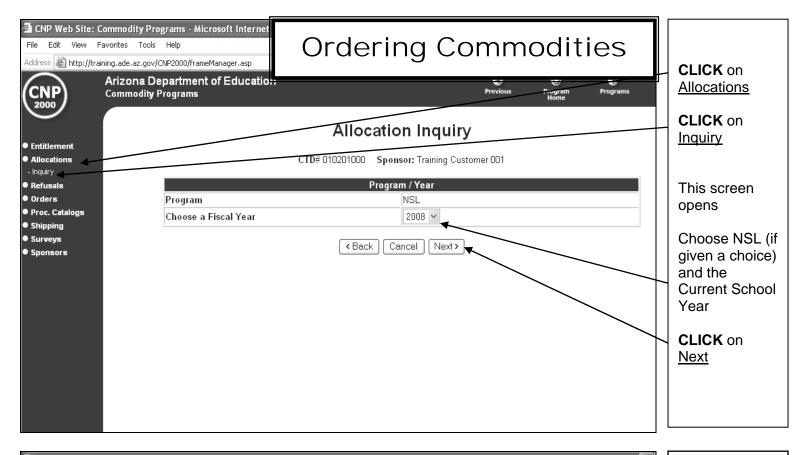
Allocation	Comm.	Quantity
$\mathcal{ID}$	Code	to refuse
NOAJ500-AENT	A085	1
	A091	1

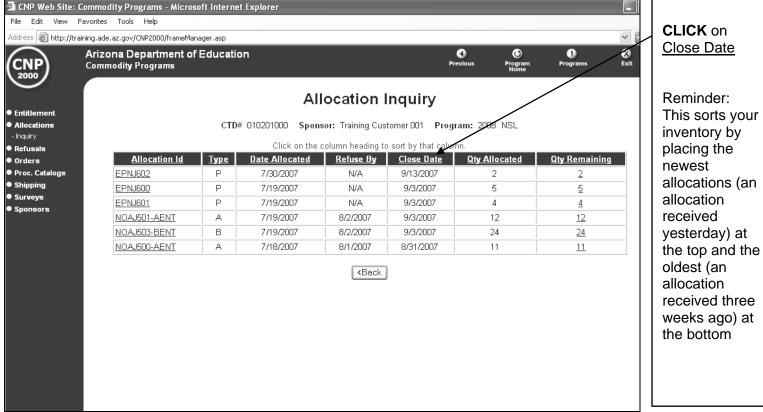
## 00/00/2007

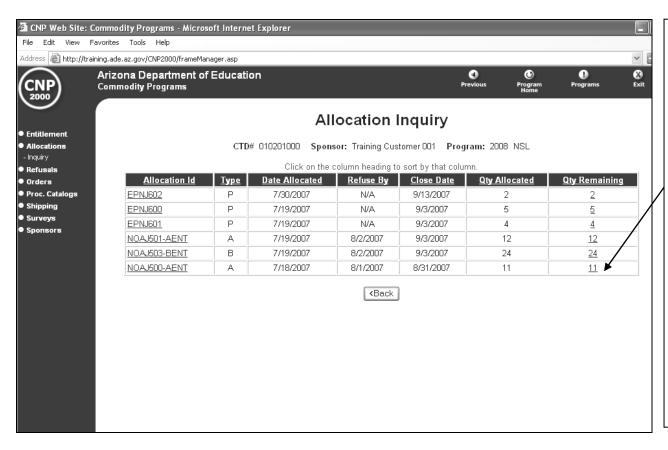
Allocation	Comm.	Quantity	
$I\mathcal{D}$	Code	to refuse	





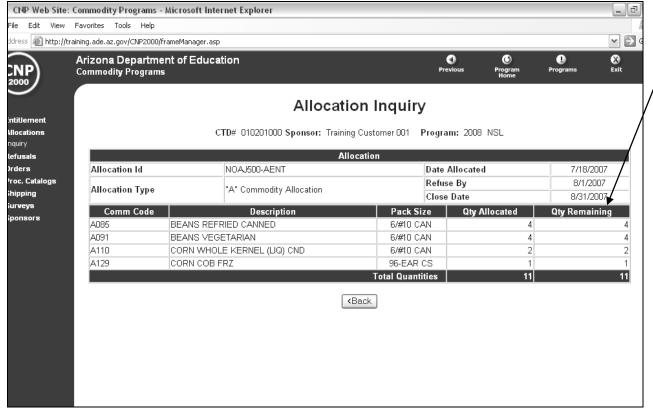






CLICK on the oldest allocation with inventory remaining (the one you have had the longest)

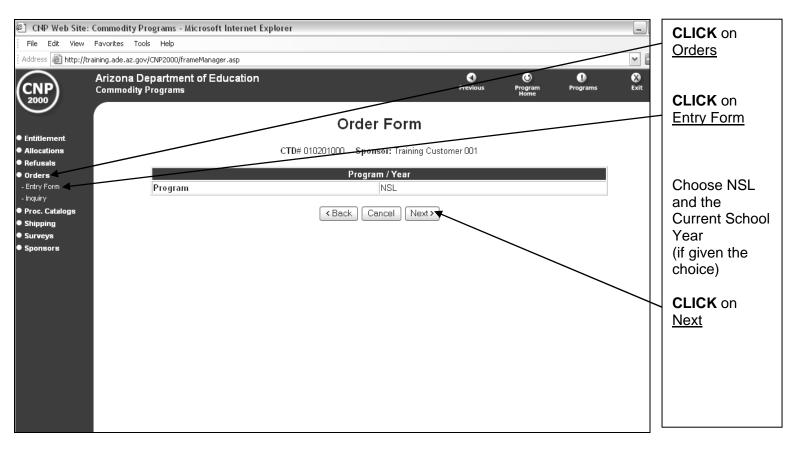
QTY REMAINING Hot Link

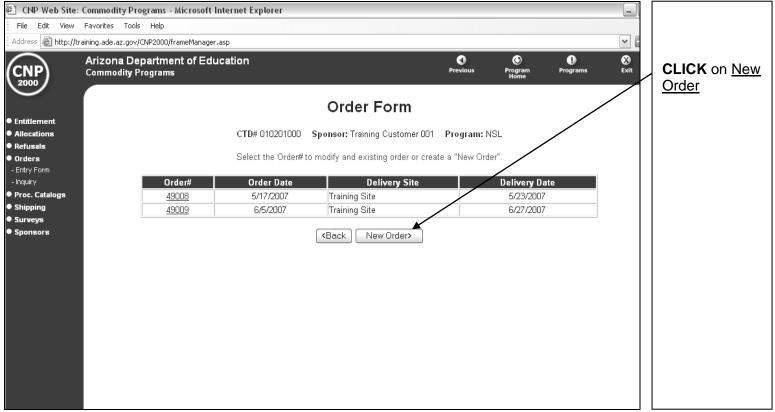


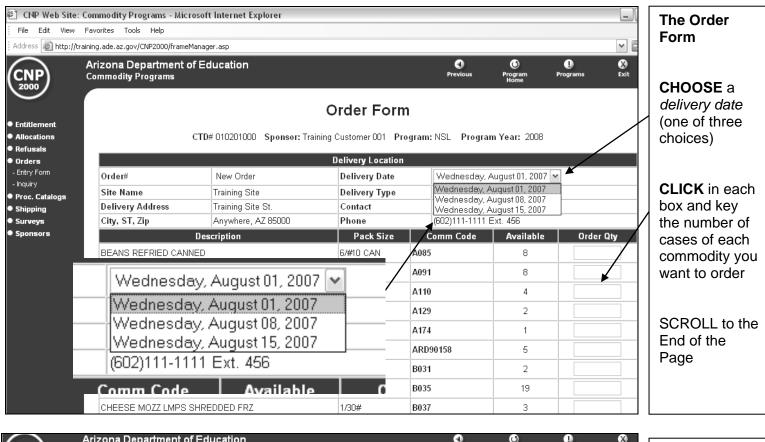
This screen tells you exactly what is remaining in this particular allocation

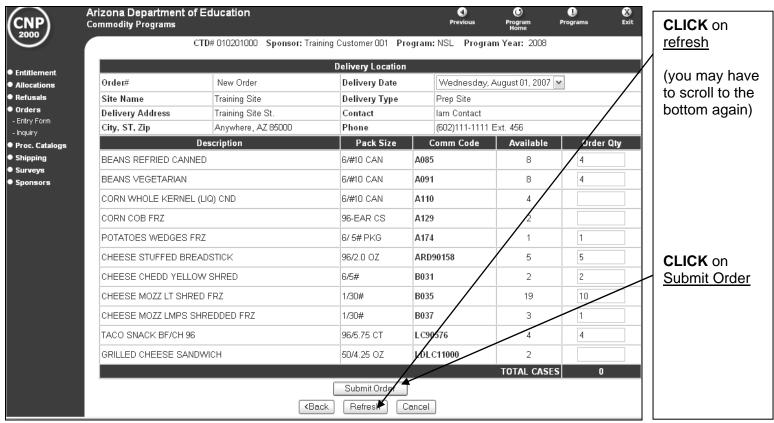
**DECIDE** what you need to order

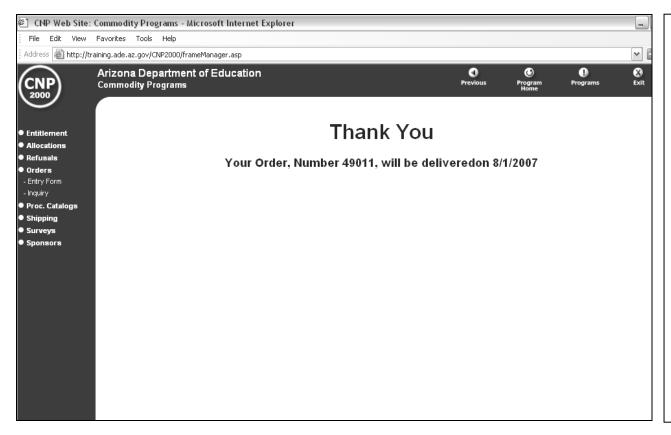
Note: If the close date is "fast approaching" you may want to order everything from this allocation!



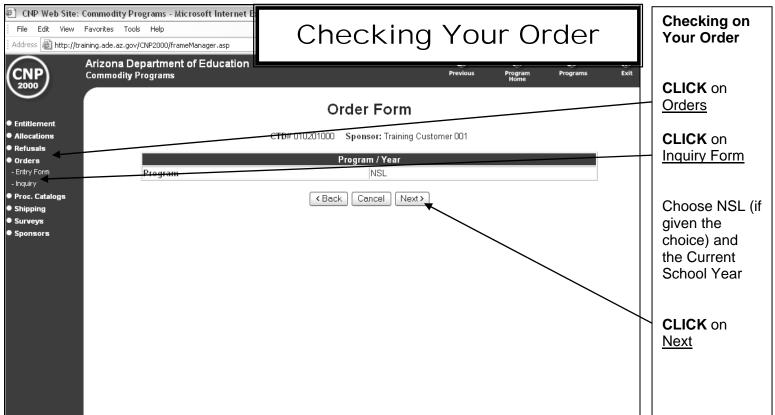


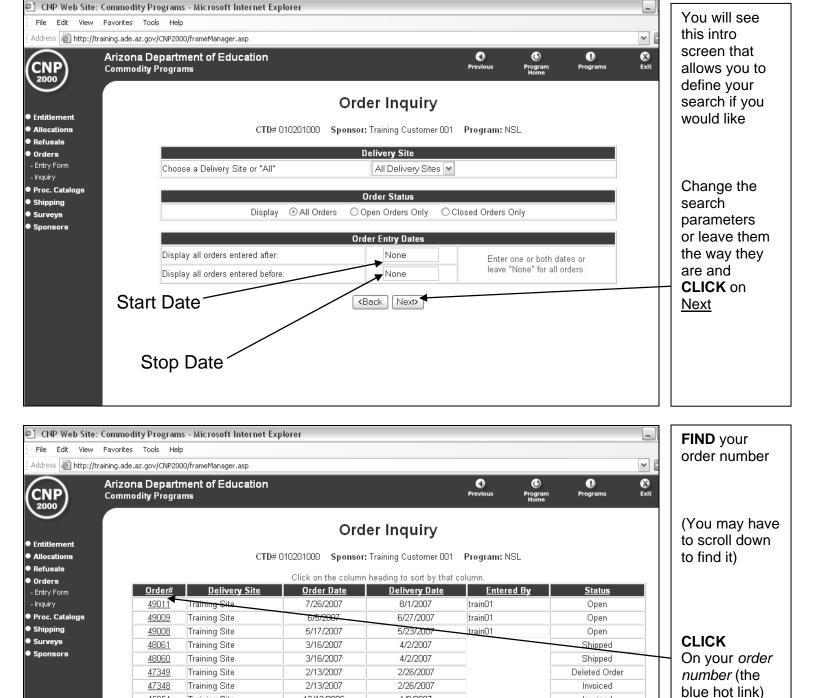






You are assigned an order number and delivery date confirmation





1/8/2007

11/27/2006

10/30/2006

9/25/2006

9/11/2006

5/1/2006

4/3/2006

2/13/2006

1/9/2006

12/5/2005

Invoiced

NOTES:

Training Site

12/13/2006

11/15/2006

10/23/2006

9/19/2006

8/30/2006

4/21/2006

3/20/2006

2/3/2006

1/3/2006

11/28/2005

45954

<u>45210</u>

44575

43703

43205

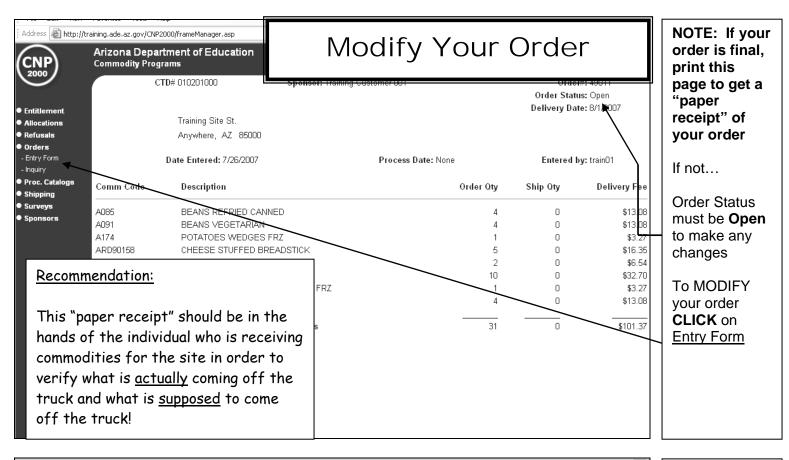
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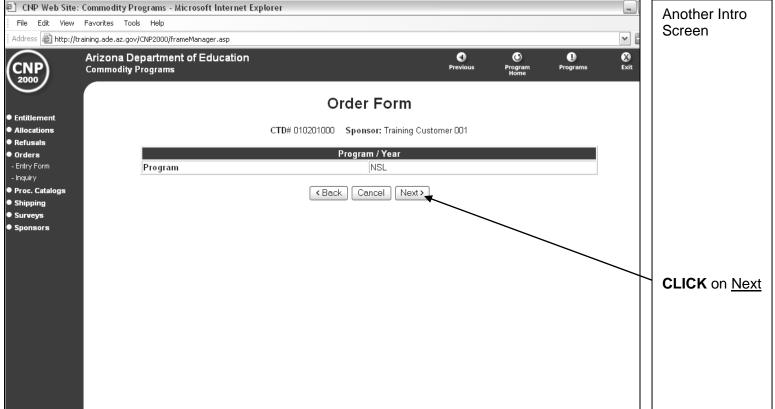
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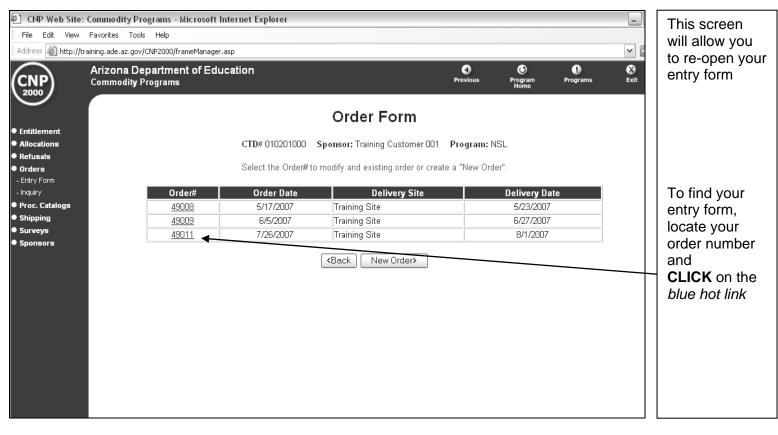
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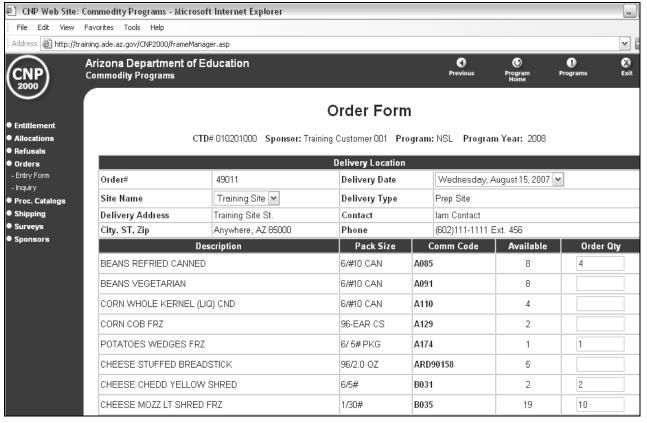
39794

39209







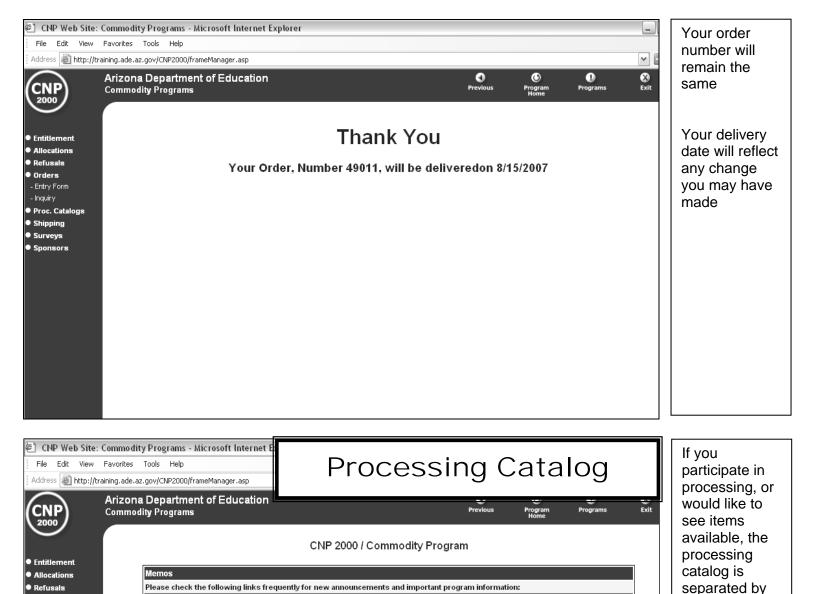


Make any changes (delivery date, quantity ordered, etc.)

Scroll to the end of the page if necessary

**CLICK** on Refresh

CLICK on Submit Order (bottom of the form)



Sponsor Contact Information and Delivery Site Information cannow be entered directly into CNP2000. Just click on the Sponsor link on the left menu, go to Contracts Inquiry, select the year and program, then click next. Click on the View button (to the right of your information), which will display your contract

(100 case minimum, exchangeable pallets & Forklift required)

(100 case minimum, exchangeable pallets & refrigerated truck required)

This replaces the Delivery Information Application normally faxed as part of the application process. If you have any questions, please contact

(10 case minimum – ADP of 250 or less)
(20 case minimum – ADP of 251 or more)

\* These new fees include only the increased Administrative Fee of 25¢

Food Distribution Program Memos for School Year 2007-2008

the Food Distribution team or email us at FDP@azed.gov

\$3.37 per case

\$3.22 per case

Delivery Fees

Warehouse:

Health and Nutrition Services Memos for other programs and years

for the year and at the bottom, gives you links to access and update your Delivery Sites and Comm

The following new delivery prices will be effective beginning August 1, 2007:

The following new delivery prices will be effective beginning September 10, 2007:

NOTES:

Orders

Sponsors

Proc. Catalogs
Catalog List
Shipping
Surveys

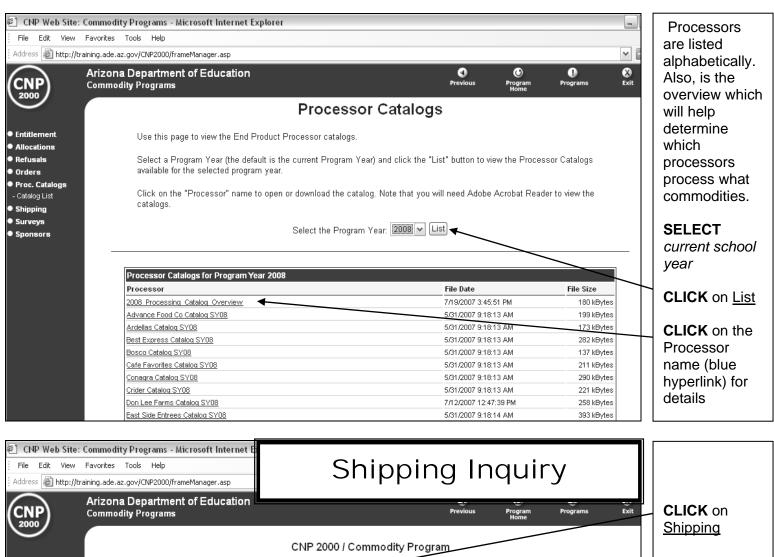
processor.

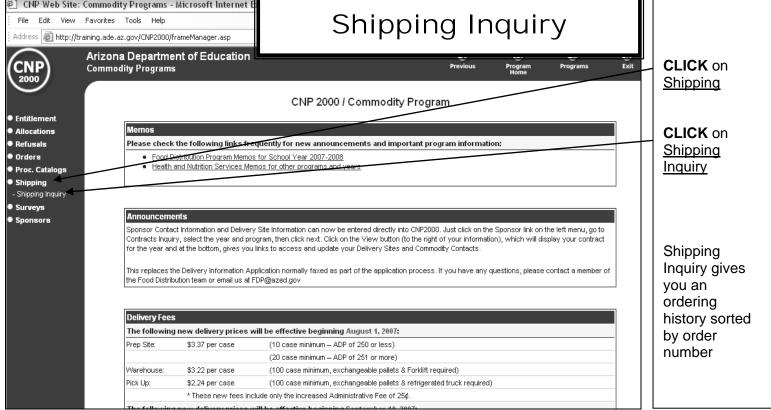
**CLICK** on

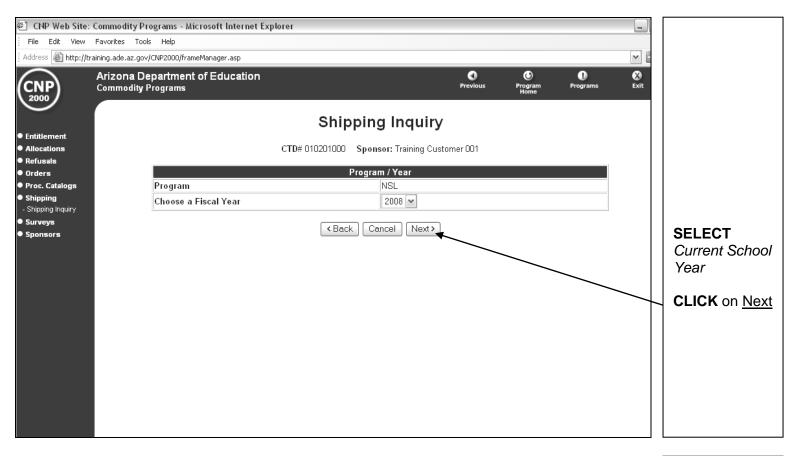
**CLICK** on

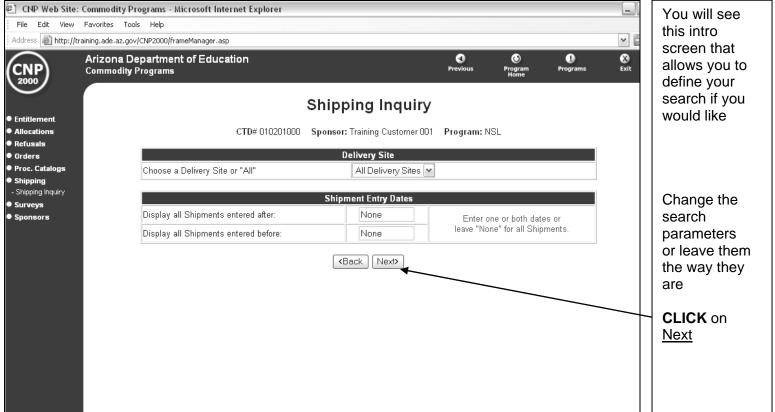
Catalog List

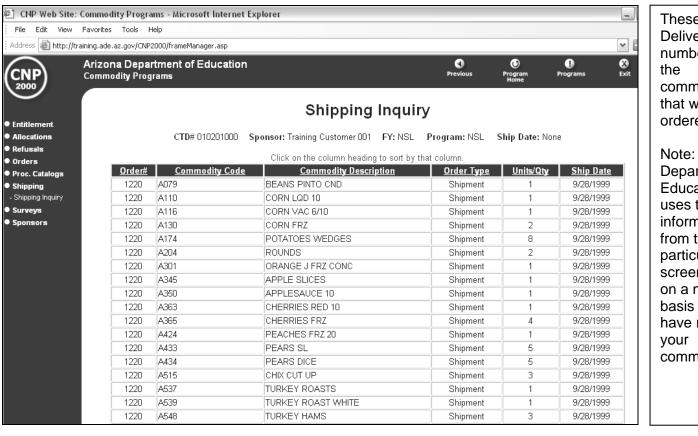
Proc. Catalog





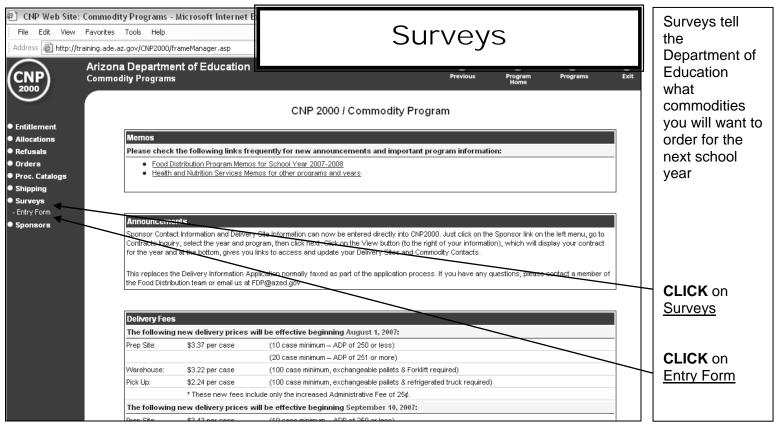


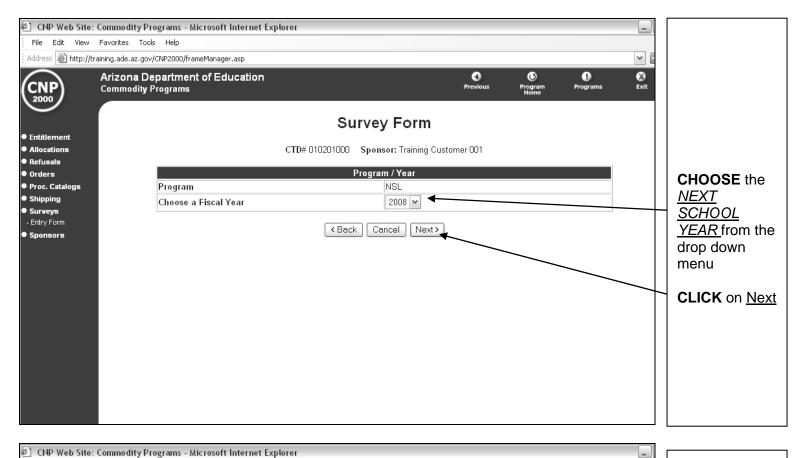


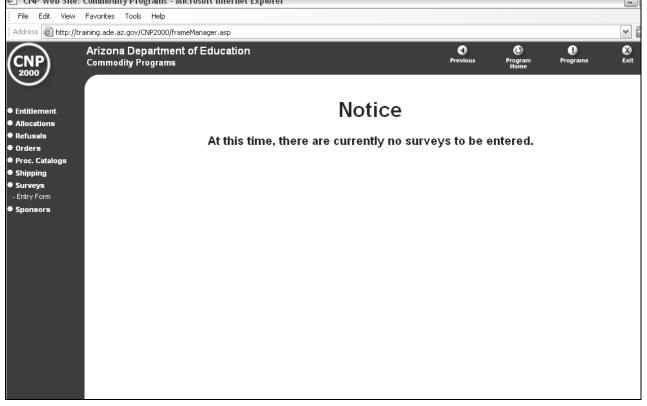


These are your Delivery Order numbers and the commodities that were ordered

Note: The
Department of
Education
uses the
information
from this
particular
screen to verify
on a monthly
basis that you
have received
your
commodities





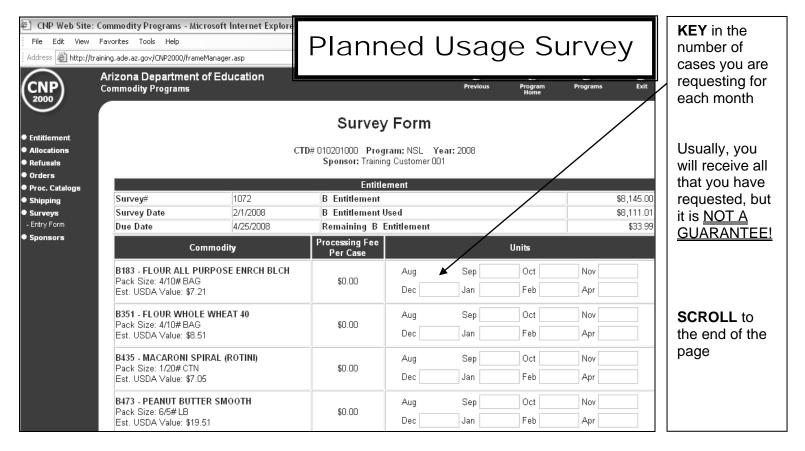


If you get this message, you cannot complete a survey at this time and must wait until ADE posts them

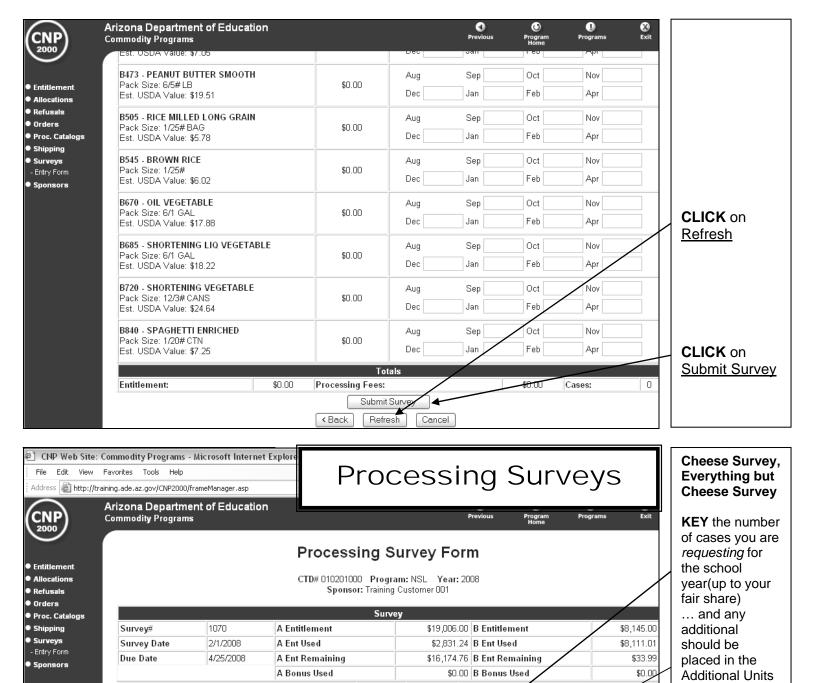
# Types of Surveys

Survey Name	Estimated Yearly Due Dates	Commodity Types	Will Draw From which Entitlement	Intended for all sponsors
Planned Usage	Early February	В	B*	Yes
Cheese Survey	Early February	В	B*	Only If Processing
Everything But Cheese Survey	Mid March	A & B	A or B**	Only If Processing

<sup>\*</sup> Both Surveys draw from this entitlement



<sup>\*\*</sup> Depending on the Commodity



Units To

Process

12

12

Commodity

OTATO BULK PROCESSED DEHY

e: 40# UNITS

A Value: \$2.80

e: 42 pound case

A Value: \$15.54

OMATO PASTE BULK

A249 - TOMATO PASTE DRUM (PROCESSING)

cated:

cated:

Additional

Units

2nd

3rd

2nd

3rd

Processor

v

RED GOLD, LLC.

PORTION PAC

NOTES:

Your Fair

Share, but feel

free to request

as much as

you feel is

necessary

Column

CHOOSE a

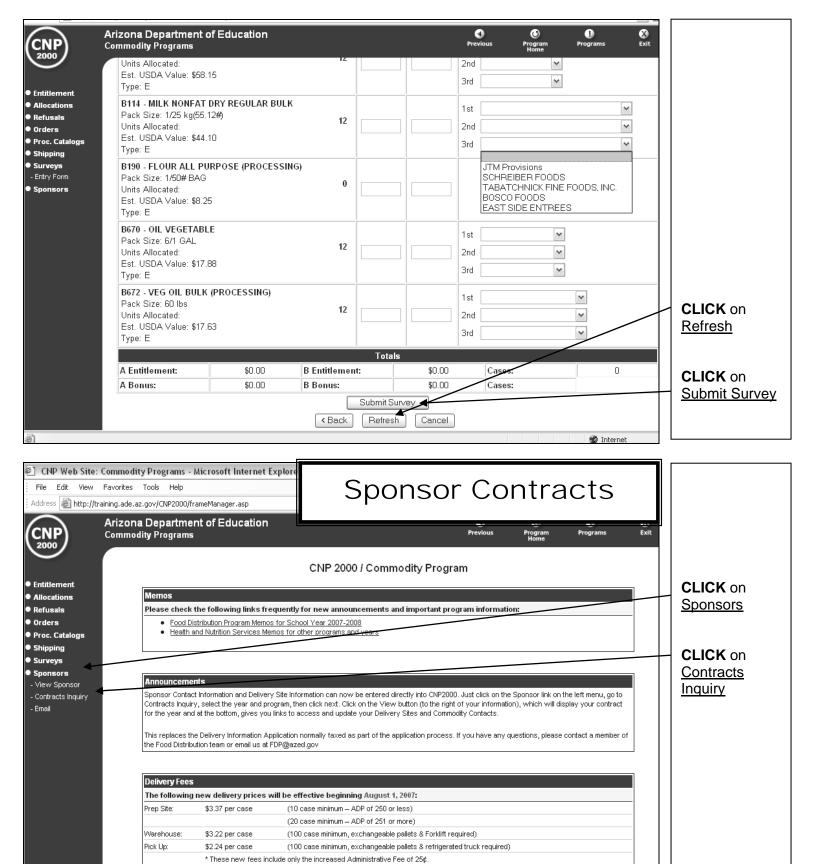
2<sup>nd</sup>, and 3<sup>rd</sup>

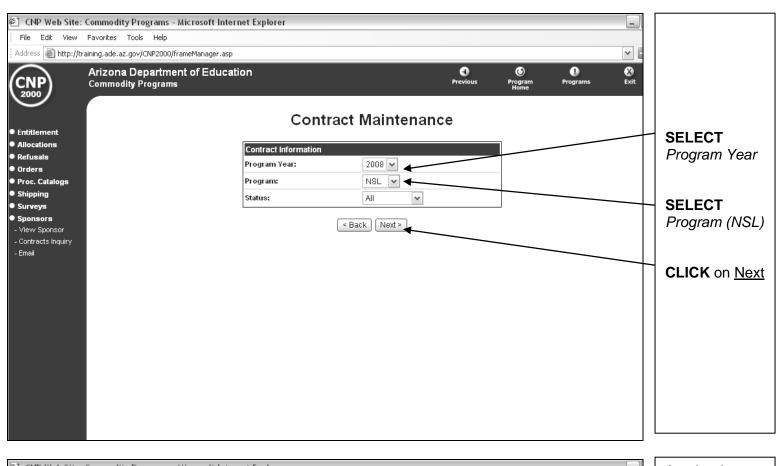
choice)

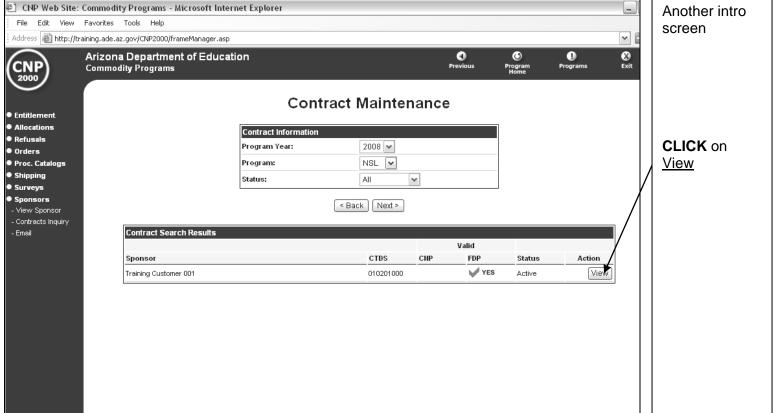
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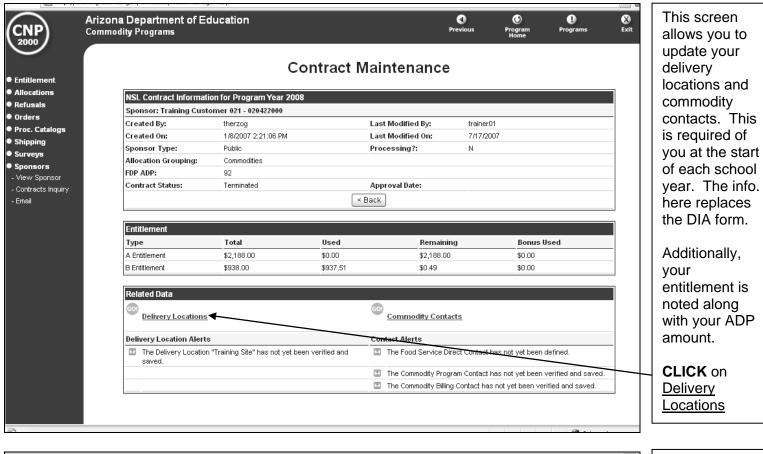
SCROLL to the

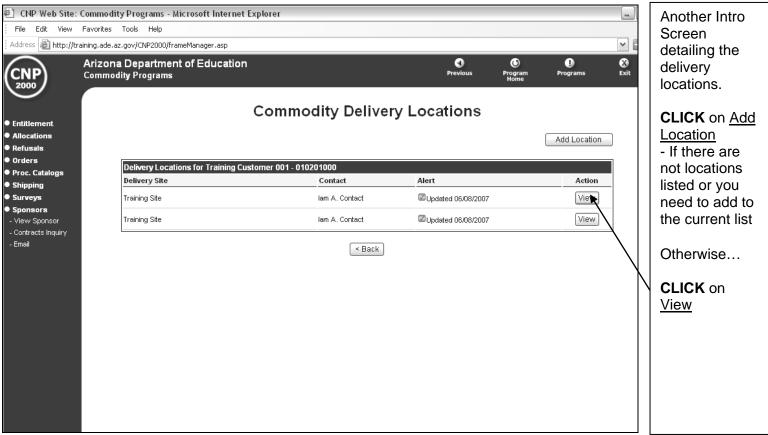
end of the page

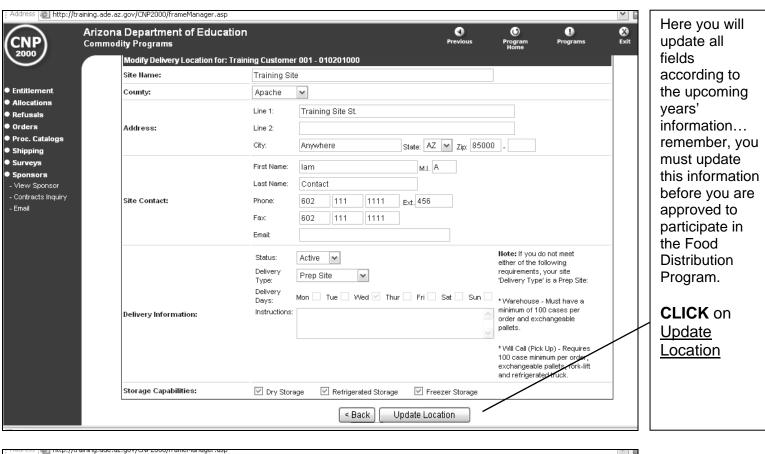


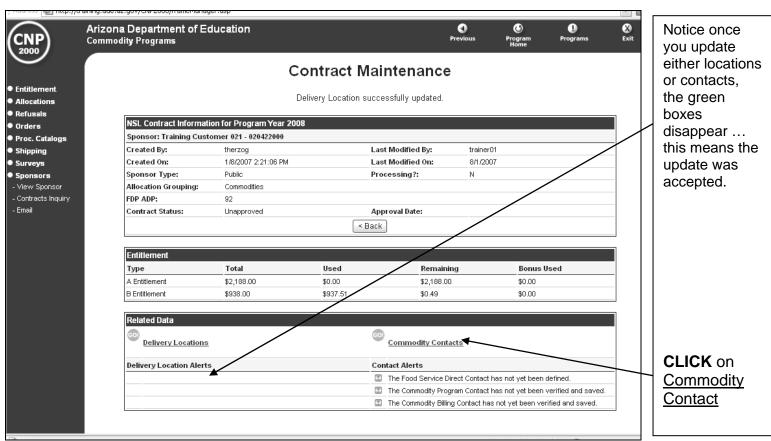


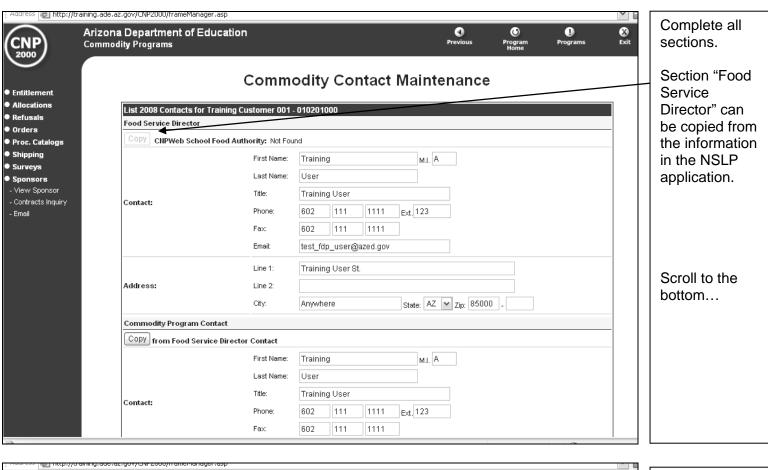


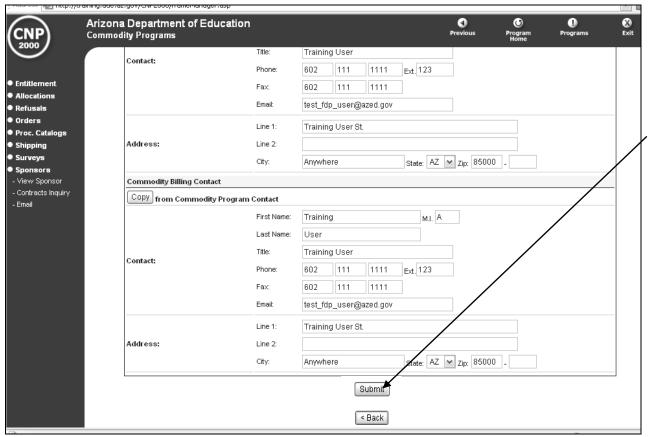




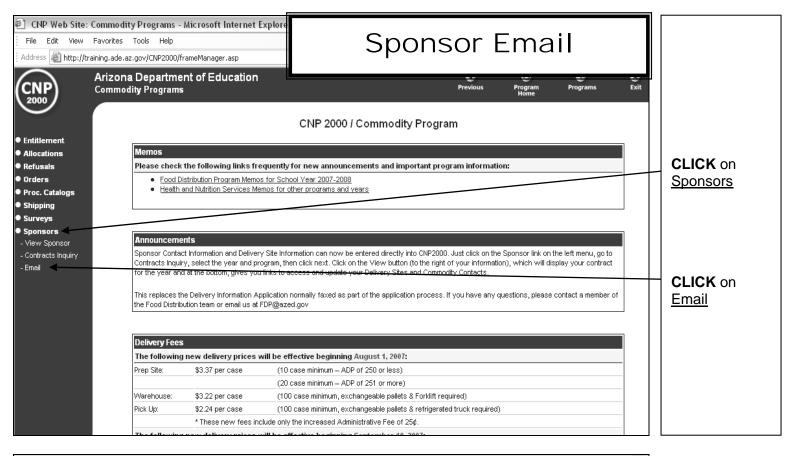


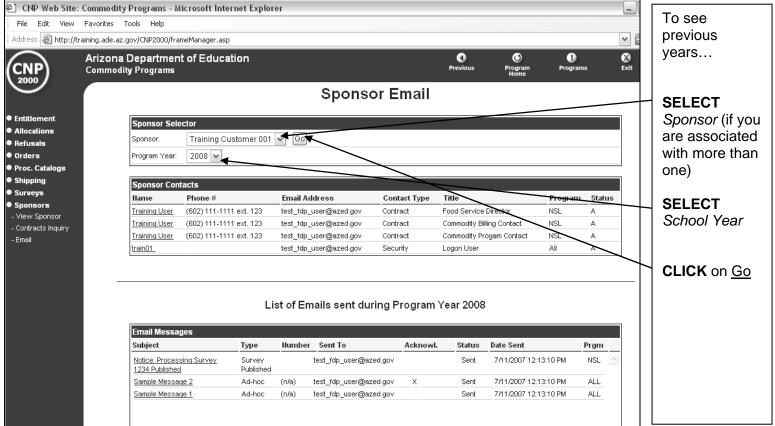


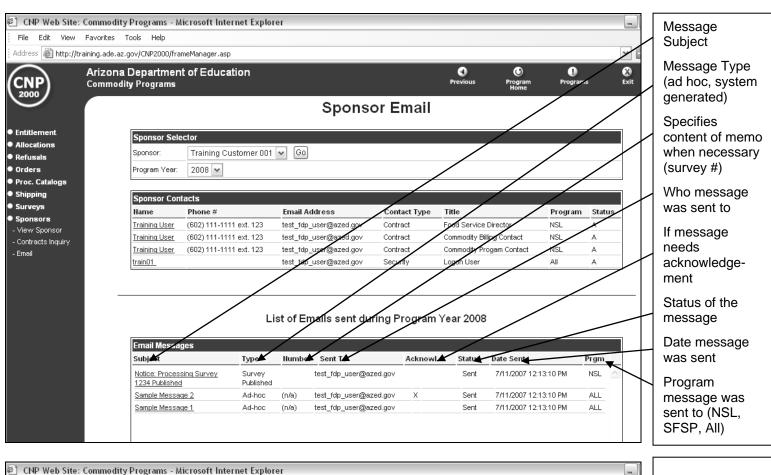


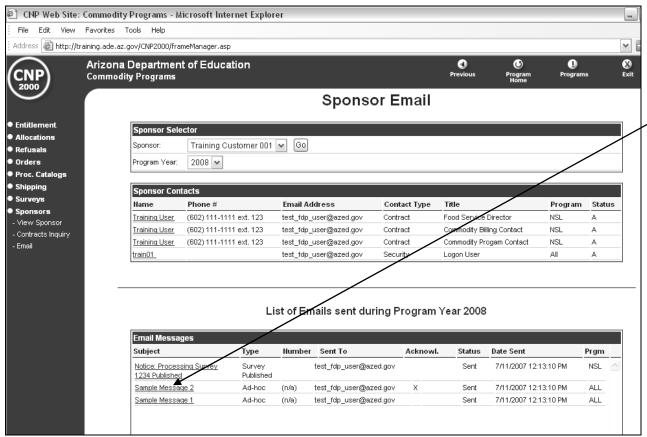


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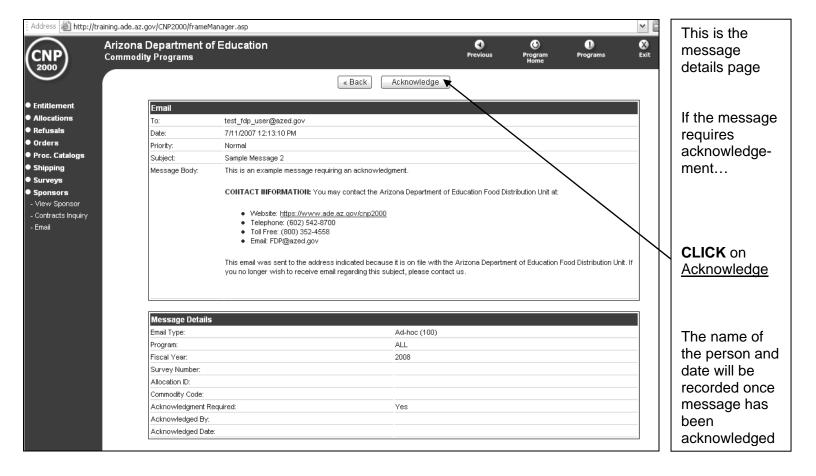








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